

**ADOPTED 2006 BUDGET****DEPT:** DEPARTMENT OF ADMINISTRATIVE SERVICES - PROCUREMENT**UNIT NO.** 1152**FUND:** General - 0001**OPERATING AUTHORITY & PURPOSE**

The Procurement Division of the Department of Administrative Services is empowered by Chapter 32 of the Milwaukee County Ordinances to purchase or contract for supplies, materials, equipment and contractual services needed by County departments, agencies and institutions. This authority does not include public works programs, professional service contracts, repairs or alterations to buildings, structures, or leases of County-owned real estate and appurtenances which are administered by the Department of Parks and Public Infrastructure (DPPI). The Procurement Division is also authorized to develop standards, prepare specifications, sign

and issue contracts and purchase orders, process requests for proposals with the exception of professional service contracts, and assist the Milwaukee County Transit System processing of purchase orders.

Additionally, the Procurement Division provides Disadvantaged Business Enterprises an opportunity to participate in Milwaukee County's procurement process pursuant to ordinances and annual goals established by the Milwaukee County Board of Supervisors.

<b>BUDGET SUMMARY</b>				
<b>Account Summary</b>	<b>2004 Actual</b>	<b>2005 Budget</b>	<b>2006 Budget</b>	<b>2005/2006 Change</b>
Personal Services	\$ 416,047	\$ 494,972	\$ 536,818	\$ 41,846
Employee Fringe Benefits	226,334	277,522	312,722	35,200
Services	70,995	82,281	30,723	(51,558)
Commodities	2,286	5,060	4,960	( 100)
Other Charges	0	0	0	0
Debt & Depreciation	0	0	0	0
Capital Outlay	0	0	0	0
Capital Contra	0	0	0	0
County Service Charges	81,183	82,291	219,294	137,003
Abatements	(55,407)	(49,355)	(203,822)	(154,467)
<b>Total Expenditures</b>	<b>\$ 741,438</b>	<b>\$ 892,771</b>	<b>\$ 900,695</b>	<b>\$ 7,924</b>
Direct Revenue	39,551	50,000	39,551	(10,449)
State & Federal Revenue	0	0	0	0
Indirect Revenue	0	0	0	0
<b>Total Revenue</b>	<b>\$ 39,551</b>	<b>\$ 50,000</b>	<b>\$ 39,551</b>	<b>\$ (10,449)</b>
<b>Direct Total Tax Levy</b>	<b>\$ 701,887</b>	<b>\$ 842,771</b>	<b>\$ 861,144</b>	<b>\$ 18,373</b>

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<b>ADDITIONAL COSTS NOT INCLUDED IN TAX LEVY*</b>				
<b>Account Summary</b>	<b>2004 Actual</b>	<b>2005 Budget</b>	<b>2006 Budget</b>	<b>2005/2006 Change</b>
Central Service Allocation	\$ 0	\$ 0	\$ 0	\$ 0
Courthouse Space Rental	0	0	125,143	125,143
Document Services	465	1,734	0	(1,734)
Tech Support & Infrastructure	25,574	19,882	29,090	9,208
Distribution Services	596	1,179	680	( 499)
Emergency Mgmt Services	0	0	0	0
Telecommunications	4,468	2,526	3,413	887
Record Center	0	0	0	0
Radio	0	0	0	0
Computer Charges	9,812	9,513	17,565	8,052
Applications Charges	14,492	14,521	27,931	13,410
<b>Total Charges</b>	<b>\$ 55,407</b>	<b>\$ 49,355</b>	<b>\$ 203,822</b>	<b>\$ 154,467</b>
<b>Direct Property Tax Levy</b>	<b>\$ 701,887</b>	<b>\$ 842,771</b>	<b>\$ 861,144</b>	<b>\$ 18,373</b>
<b>Total Property Tax Levy</b>	<b>\$ 757,294</b>	<b>\$ 892,126</b>	<b>\$ 1,064,966</b>	<b>\$ 172,840</b>

\* These costs are included in other departmental and non-departmental budgets. They are reflected here to show the "total" amount of tax levy support for this Department.

<b>PERSONNEL SUMMARY</b>				
	<b>2004 Actual</b>	<b>2005 Budget</b>	<b>2006 Budget</b>	<b>2005/2006 Change</b>
Personal Services (w/o EFB)	\$ 416,047	\$ 494,972	\$ 536,818	\$ 41,846
Employee Fringe Benefits (EFB)	\$ 226,334	\$ 277,522	\$ 312,722	\$ 35,200
Position Equivalent (Funded)*	9.7	10.1	10.7	0.6
% of Gross Wages Funded	88.2	93.9	97.0	3.1
Overtime (Dollars)**	\$ 0	\$ 0	\$ 0	\$ 0
Overtime (Equivalent to Position)	0.0	.0	.0	0

\* For 2004, the Position Equivalent is the budgeted amount.

\*\* Delineated for information. (Also included in personal services.)

<b>PERSONNEL CHANGES</b>				
<b>Job Title/Classification</b>	<b>Action</b>	<b>Number of Positions/ Total FTE</b>	<b>Division</b>	<b>Cost of Positions (Excluding Fringe Benefits)</b>
None				
			<b>TOTAL</b>	<b>\$ 0</b>

**MISSION**

The Procurement Division, within the scope of Chapter 32, shall obtain goods and services for Milwaukee County customers which enhance the quality of life in Milwaukee County and fully utilize all segments of the business community.

**BUDGET HIGHLIGHTS**

- Personal services without fringe benefits increases by \$41,846 from \$494,972 to \$536,818, as a result of funding a higher percentage of gross wages and filling a vacant position. Net wages funded increases to 96.9 percent from 93.9 percent.

## ADOPTED 2006 BUDGET

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UNIT NO. 1152

FUND: General - 0001

- The Procurement Division relocated to the City Campus offices effective April 1, 2005. The move resulted in an estimated savings of \$27,000 for the 2005 budget year and an estimated \$58,000 in 2006 with an increase of 3% for the life of the lease.
- The Division continues to implement an annual fee of \$25 for vendors who wish to be added to the Milwaukee County list of approved vendors. The Division has budgeted revenue of \$39,551 associated with this fee, based on previous assessments. The Division will continue to work toward increasing the vendor base to meet and/or exceed projected revenue.
- Milwaukee County and City of Milwaukee Purchasing Divisions will continue to identify areas where there is duplication of effort in the procurement of good and services. Identification of those areas will result in the collaboration effort of both entities to cost effectively procure the commodities and/or services.
- All departments are required to operate within their expenditure appropriations and their overall budgets. Pursuant to Section 59.60(12), Wisconsin Statutes, "No payment may be authorized or made and no obligation incurred against the county unless the county has sufficient appropriations for payment. No payment may be made or obligation incurred against an appropriation unless the director first certifies that a sufficient unencumbered balance is or will be available in the appropriation to make the payment or to meet the obligation when it becomes due and payable. An obligation incurred and an authorization of payment in violation of this subsection is void. A county officer who knowingly violates this subsection is jointly and severally liable to the county for the full amount paid. A county employee who knowingly violates this subsection may be removed for cause."

ACTIVITY AND STATISTICAL SUMMARY				
	2004 Budget	2004 Actual	2005 Budget	2006 Budget
<u>Purchasing Section</u>				
Blanket Order Releases Processed	25,000	19,206	86,000	25,000
Purchase Orders Issued	4,500	32,401	40,000	28,000
Value of Purchase Orders (\$ Millions)	\$ 85.0	\$ 58.0	\$ 70.0	\$ 50.0
Departmental Purchase Orders	15,000	11,349	12,000	15,000
Formal Bids Issued	45	81	100	100
Requests for Proposal Issued	15	5	20	5
Informal Bids and Quotes Issued	200	502	400	600
General Awards	2,500	1,279	6,500	1,400
<u>Disadvantaged Business Enterprise - GOAL</u>				
Dollar Amount of Procurements Awarded to DBE Vendors	\$ 4,000,000	\$ 3,000,000	\$ 3,000,000	\$ 4,000,000

\* Does not include confirming orders.